

Dear Parent/Carer,

28<sup>th</sup> April 2021

**Year 10 Parents Evening – Tuesday 11<sup>th</sup> May – Online Appointment booking**

The Year 10 Parents' Evening will be held on Tuesday 11<sup>th</sup> May from 4.00pm until 7.00pm. Considering the current climate, the event will take place online, however this evening remains an invaluable opportunity for you to virtually meet your child's teachers to discuss current progress, engagement and development areas.

The school has introduced a new, intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers, following which you will receive an email confirming your appointments. Appointments can be made from 9.00am on Tuesday 4<sup>th</sup> May and will close at midday on Tuesday 11<sup>th</sup> May. Should you wish to make any changes after this time please contact our main reception on 01536 418844.

Please visit <https://montsaye.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is included with this letter, alternatively you can watch the following video: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-videocall>.

To login, you will need the details to match with the information which we hold on our school records such as your full name, email address, your child's full name and date of birth. If your login fails, please email our Admin department to ensure that we hold the correct details: [admin@montsaye.northants.sch.uk](mailto:admin@montsaye.northants.sch.uk).

Appointments are limited to 5 minutes each to allow for all parents to have the opportunity to speak with teachers. You must attend your appointment slot at the allocated time and please be aware that the system will automatically close after 5 minutes. Should further discussion be required a follow up phone call can be arranged.

Mrs Gatiss, our SENCO, will also be available should you wish to book an individual appointment with her. Should you wish to have an appointment with myself please email me ([fmalins@montsaye.northants.sch.uk](mailto:fmalins@montsaye.northants.sch.uk)) and we will be able to either book a slot during the evening, or arrange an alternative time.

Yours faithfully,



Francesca Malins  
**Year 10 Progress Leader**